

The Federal Government recognizes that people with disabilities have a right to full and fair consideration for any job for which they apply. It strives to offer an environment in which all can reach their highest potential and make a difference for our country.

Federal positions are filled by people with disabilities, as well as able bodied persons. A Federal career can provide:

- Any individual the opportunity to excel;
- challenges of a demanding job; and
- advancement potential or individual growth.

Having a disability will not be a disadvantage to you being considered as an applicant for employment with the Federal Government or in pursuing career opportunities once you become an employee. Whether it is working on a cure for cancer, AIDS or heart disease, designing advanced avionics, or writing procurement contracts worth millions of dollars, the challenge is there for individuals with the right skills, motivation and attitude.

### **COMPETITIVE APPOINTMENTS**

Most Federal employees obtain jobs competitively, through the following procedures:

- You may apply for an establish eligibility on an U.S. Office of Personnel Management (OPM) (or agency-sponsored) list of eligibles, either by having your experience and education evaluated without a written test and/or by passing an appropriate written test. If passing a written test is required for consideration, special testing arrangements may be available, if requested. Then, when filling a vacancy, an agency requests a list of qualified people from the appropriate list of eligibles.
- For some types of positions, you may apply directly to a Federal agency advertising the

position. The agency may then interview and select you for the vacancy. Special interview "reasonable accommodation" arrangements may be made, if requested.

### **SELECTIVE PLACEMENT**

The Federal Government's Selective Placement programs include special appointing authorities for people with disabilities.

Federal hiring officials are authorized to use special hiring authorities when considering certain people with disabilities (those who have a severe physical, cognitive or emotional disability or a history of having such disabilities or are perceived as having such disabilities). The use of these authorities is not mandatory. These authorities provide a unique opportunity to demonstrate the potential to successfully perform the essential duties of a position, with and without, workplace reasonable accommodation.

### **HOW TO QUALIFY FOR SELECTIVE PLACEMENT OPPORTUNITIES**

If you are interested in being considered under these special hiring authorities, you must contact either a state vocational or Department of Veterans Affairs rehabilitation counselor or Galluadet University placement office and request their assistance. They will review and prepare the necessary documents. They should be asked to provide you with a "certification" statement that describes your ability to perform the essential duties of the position in which you are interested. Then, once you have obtained this certification statement, you should contact the Federal agency where you wish to work. Ask for the contact person that handles the Selective Placement Program. These agency representatives work closely with qualified people with disabilities and hiring officials with jobs. They help match applicant core skills — along with applicant/employee reasonable accommodation needs — with available jobs.



# ***Job Opportunities for People with Disabilities***

## **DISABLED VETERANS AND OTHER VETERAN OPPORTUNITIES**

Any disabled veteran can contact the Department of Veterans Affairs, Vocational Rehabilitation and Counseling Offices for information on veterans benefits and related employment services. Certain veterans may also be considered under special hiring programs for disabled veterans with disability ratings of 30% or more or Vietnam Era Veteran Readjustment Act opportunities.

## **REASONABLE WORKPLACE ACCOMMODATIONS**

Sometimes it may be necessary or advisable for Federal hiring officials to make "a reasonable workplace accommodation," if requested, in either the duties of the job, or where and how job tasks are performed. Such forms of accommodation should make it easier to successfully perform the duties of the position. Examples of workplace reasonable accommodation include:

- Providing interpreters, readers, or other personal assistance.
- Modifying job duties.
- Restructuring work sites.
- Providing flexible work schedules or work sites.
- Obtaining accessible technology or other workplace adaptive equipment.

## **FOR FURTHER INFORMATION...**

The Federal Employment Information System brings you up-to-date, comprehensive employment information by telephone or computer. Use one of the following self-service methods to obtain listings of the latest Federal job opportunities as well as state, local and private listings. You can also use the System to obtain information on a wide variety of Federal employment-related topics and programs, complete vacancy announcements, application packages, and forms. Employment information can be obtained in text format for the visually impaired from the **USAJOBS** world wide web site and the **Federal Job Opportunities Board**. Many forms and the Federal Employment Info Lines are also available in alternate formats, such as large print, disk or braille. Visually impaired individuals needing

additional assistance may call (912) 757-3188, Fax (912) 744-2295 or email [usajobs\\_webmaster @opm.gov](mailto:usajobs_webmaster@opm.gov).

- **USAJOBS:** Using a personal computer, receive Federal employment information on the Internet. Our address is [www.usajobs.opm.gov](http://www.usajobs.opm.gov). USAJOBS lets you tailor your job search, view daily updated job listings and access employment information on line.
- **Federal Job Opportunities Board:** Using a personal computer, call (912) 757-3100; or use Internet [fjob.opm.gov](http://fjob.opm.gov) for Telenet; or [ftp.fjob.opm.gov](ftp://fjob.opm.gov) for File Transfer Protocol. The FJOB gives you the capability to view announcements on-line or you may down load for later review.
- **Career America Connection:** Using a telephone, dial (912) 757-3000, or TDD (912) 744-2299. Complete vacancy announcements may be ordered by fax delivery during your phone call. Request Federal Employment Info Line factsheet EI-42, "Federal Employment Information Sources," for a complete listing of local telephone numbers to this nationwide network.
- **Employment Information "Touch Screen" Computer Kiosks:** Located in OPM offices and some Federal Office buildings in major cities throughout the nation. Complete vacancy announcements may be printed at time of use. For a listing of kiosk locations, use any of our other methods to request fact sheet EI-42, "Federal Employment Information Sources."
- **FedFax:** Use a touch-tone telephone or fax machine to request a variety of employment-related topics and forms to be faxed to you. Job listings and vacancy announcements are not offered on FedFax. The fax service is available at the following numbers: **Atlanta:** (404) 331-5267; **Denver:** (303) 969-7764; **Detroit:** (313) 226-2593; **San Francisco:** (415) 744-7002; **Washington, DC:** (202) 606-2600.